

Wooster High School Guidance Office
College Application Processing Request Form

This form is to be turned in AFTER you have submitted your application to your college/university. Please submit this form to Guidance Secretary each time you need a transcript sent.

College/University _____

Date application material needs to be at the college _____

DID YOU:

Submit your signed transcript release form? ____YES ____NO

Apply via Common Application? ____YES ____NO

Send your scores directly from ACT/SAT? ____YES ____NO

Need a Counselor Form/College Prep. Form completed? ____YES ____NO

(Section I should already be filled out by student; not all colleges have this form)

Require Letter of Recommendation? ____YES ____NO

If answered yes, completed by: _____

(Students, please provide your teachers/counselors at least one week to complete letters of recommendations for you.)

Submit a Personal Data Sheet (blue form)? ____YES ____NO

Required if counselor is to write a recommendation letter

Provide an addressed business size envelope with postage? ____YES ____NO

Guidelines/Instructions:

- 1) Allow two (2) weeks for processing. ***Please watch your deadlines!***
- 2) Be sure to send ACT/SAT scores through the testing sites. Do this ASAP to allow 4-6 weeks processing time.
- 3) This form is required for EACH college application. Until all items are turned in, verified, and checked off, my application will NOT be processed.
- 4) **Applications that need mailed prior to winter break—due January 1---MUST be to the counselor by the first Friday of December.**

I have read and understand my responsibilities in the college application process.

Student Signature

Date

FOR OFFICE USE ONLY

Date given to counselor: _____ Date returned to secretary: _____

Application Materials Mailed: _____